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Approved For Release 2005/11/21 : CIA-RDP78-00487A000400110001-7

RPAS

75-66

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE CENTRAL COVER STAFF



Approved For Release 2005/11/21 : CIA-RDP78-00487A000400110001-7

75-60
25X1

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

DD/P *Central Cover* STAFF
(Operations Services)

purposed 15-66



31, Jan 1962

Commercial Staff was formerly a Staff under the DDS - then placed under the DDP and later combined with the Central Cover Division.

Now known as DDP/CM - Cover and Commercial Staff.

Total combined records
(1957 schedule) Commercial 23.6 cu ft
(1960 schedule) Centr Cover 192.9
216.5

July 1964
Talked to [redacted] re
Commercial Staff. He said they never really merged w/ Central Cover. About time of move to new bldg in 1962 Commercial Staff went [redacted] Central Cover Staff now [redacted]

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

(Op Secr./Central Cover Dir.)

Clarification of CCD Records Control Schedule

FROM:				NO.
Chief CCD/Registry - <input type="text"/>				DATE 8 August 1960
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. DDP/RMO 21010 "L"	10 Aug Has seen			<p>To 3: Attached is Records Control Schedule for OPSEC/CCD. It is the first attempt at a Schedule for CCD; rather than having it retyped, CCD has submitted a covering memorandum which will clarify some of the disposition instructions. Please retain copy, if desired.</p> <p><input type="text"/> for DDP/RMO</p> <p>-----</p> <p>3-7: Copy is being retained. Since CCD <input type="text"/> states that all files are temporary, I assume the policy and procedural matters described in item 15 are documented elsewhere in DD/P. Otherwise, this file would be considered permanent because of its archival value. /S/</p> <p><input type="text"/></p>
2.				
3. C/RMS Room 604 1016 16th St. N.W.				
4.				
5.				
6.				
7. DDP/RMO 21 2010 "L"				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

STAT

TRANSMITTAL SLIP		DATE
TO:	13/26/71	
ROOM NO.	BUILDING	Archives
REMARKS: <i>Here are -</i>		
<i>CC Staffs</i> <i>current and</i> <i>superseceded</i> <i>scheduled.</i>		
<i>Not much of an improvement</i> <i>but were trying</i>		
FROM:		
ROOM NO.	BUILDING	

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

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To what extent is
the use of cover document-
ed in the Project file?

None according

To

STAT

The DDP practice of
destroying records
on authority of + RO
review is illegal
unless the NA says
they are temporary #
or the ~~Agency says they~~
~~non-need~~

1. The destruction of files described in this schedule requires approval of Congress in accordance with the Records Disposal Act.

However, the General Counsel's opinion of Oct. 1950 prohibits compliance with this Act if intelligence sources or methods would be revealed. The descriptions of these records reveals intelligence methods. Therefore the opinion of General Counsel prevails permitting the DCI to take exception to the Records Disposal Act.

Feb. 8.
9 A.M.

2. The disposition instructions in this schedule reveal the DDP concept of managing records by the piece and file folder rather than by the cubic foot. This concept requires a central file room for disposition rather than a records center. Date stamping of file folders is not required by the Records Center, since the date of any disposition action is calculated from the time one box or more is processed.

~~Item 6~~ specifically requires retirement of a box - the same instruction should apply to the other 10 items.

3. From a systems and procedures viewpoint this schedule gives the impression that there may be too many files series maintained and that there is some avoidable duplication of paper between the various series. In item 6 one wonders why this information isn't available in the official project files.

4. The retention periods for material retired to the Center are as follows:

<u>Item</u>	<u>Retention</u>
1	60 year review
2	20 "
3	20 " destruction
4	15 " review
5	15 " "
6	20 " "
7	10 " 0888000
8	5 " "
9	20 " "
10	" "

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Records Control Schedule 75-66 for the CCS/ and CCS/ 25X1
is approved. It is understood that all records described
in this schedule will at some time become eligible for
retirement to the Agency Archives and Records Center.

25X1



CIA Records Administration Officer

9 Feb 1966
Date

STAT



9 February 1966

MEMORANDUM FOR THE RECORD

SUBJECT: DDP/CCS Schedule 75-66

The disposition instructions in this schedule imply rather than direct retirement of files to the Records Center. I talked with [redacted] about this and he agreed instructions could have been more specific on this point. Because Mike has been doing business with the Center following a similar schedule, I recommend approval rather than insisting on a rewriting.

PS: Mike is confused about the purpose of a schedule -- he thinks a schedule is a device for getting records into the Center, so this schedule describes only those records CCS wishes to retire.



STA

PM5

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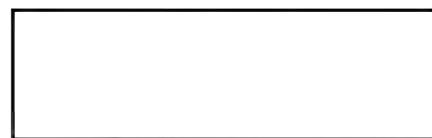
23 November 1966

MEMORANDUM FOR: Chief, Records Administration Staff
SUBJECT : CCS Records Control Schedule

1. CCS requests that the disposition instruction of item ten (10) of the CCS Records Control Schedule be extended for five years. This would change the retention time at the Record Center from five years to ten years. As justification for this request I attach memo dated 18 November 1966 from C/CCS [] to C/CCS [].

2. At present the four boxes containing these files, sent to CCS for destruction from the Record Center, are at Headquarters Building. If you approve of our extending the retention time to ten years we will return the files to the Record Center. CCS will await your reply before taking any action.

25X



CCS Records Management Officer

Attachment

ATTACH

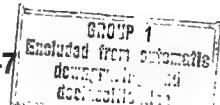


CIA Records Administration Officer

8 Dec 1966

Date

25X



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8 August 1960

MEMORANDUM FOR : DDP/RMO

SUBJECT : Clarification of CCD Records Control Schedule

X1 THROUGH : CCD

REFERENCE : Memo dated 25 July 1960 Subject: Draft of Records Control Schedule, CCD

As per instructions DDP/RMO, this memo will attempt to clarify portions of the CCD Records Control Schedule that according to referenced memo might otherwise be a little vague.

A. As is assumed in referenced memo CCD records are "temporary". In accordance with DDP/RMO's suggestion henceforth records retired to the record center will be handled as temporary records & retained for a given number of years subject to extension, rather than for an indefinite number of years as previously submitted.

B. (1) Complete destruction of file - This action will be taken only when it can be established that a persons request for cover had been cancelled before a cover was utilized or before cover was provided; and/or files contain so little information that one cannot specifically identify cover utilized or if cover was even used.

(2) Retained in CCD/Registry this action will be taken if a persons cover

X1 (3) Retirement per This action will be taken when it can be established that an employee who has had cover has died, retired, or resigned.

C. Files are retained in CCD/Registry for reasons as explained in b (2) & will be considered for review and/or retirement in accordance with b (3).

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D. The term "CS file" will hereafter be identified as [] facility file
(CS) & "Project file" will hereafter be identified as CCD Project file []
or []

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E. DDP/OPSER/CCD/[] Records Control Center. Item 2 & 3 disposition
instructions, should read see disposition instructions, Item I; rather than
see instructions for purging Item I.

F. For security reasons folders on persons utilizing []
will not be forwarded to the Office of Personnel or elsewhere for retention,
but retired to the record center as outlined in the record center schedule.
Procedures have been established in the Office of Personnel to handle all
inquiries in reference to persons who have []. The personnel
folder does reflect this information in cases of bona fide resignations.

25X

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*Tell Records
Letter for CCD - 192.5 100 J. 0001*

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